

Additional Help: 504

File Name: 504saa_033001_cd23

Effective Date: 03/30/2001

Sample Agency Notice

The diagram shows a rectangular box representing the form, with several yellow callout bubbles pointing to specific areas:

- Left margin .92"**: Points to the left margin of the form.
- Right margin 1.92**: Points to the right margin of the form.
- One of seven categories**: Points to the word "INFORMATION" in the header.
- Know your audience**: Points to the date "00/00/2001" in the header.
- Font Courier New 10**: Points to the body text of the notice.
- Always include the area code**: Points to the "Point of Contact" section.

INFORMATION

USAID/General Notice
M/AS/IRD
00/00/2001

SUBJECT: One or two lines

Body of the notice here.....

Do not use hyperlinks, graphics, bold, italics, underlining, or any other special MS Word functions. If you have a document that requires these formatting features, create a cover notice and use the document with the special formatting as an attachment to the cover notice.

Point of Contact: For further information about this notice contact Name, Office Symbol, phone number and/or e-mail address.